

## Administrative Investigative Report Guideline

(Complainant's Name, i.e. Don Webb)

(Type of investigation conducted, i.e. *Misuse of State Property Investigation*)

### Investigative Summary

- A summary of the issue(s) including the date you received the issue, name, position, and location of individual (s) who raised the issue and the accused. In short, state an overall background of the allegation/issue.

### Findings of Fact

- List the facts in a chronological order starting with the employment history of the individual alleging the complaint and the individual accused. List relevant substantial facts derived from interviews; list policies & procedures; persons interviewed and relevant documents.

### Conclusion

- Identify information to support or dispute issue to include conflicting or inconsistent statements from witnesses, creditability of witnesses and any policy/procedures violation. In short, what did your investigation reveal to support or dispute the allegation/issue?

### Recommendations

- Management takes whatever action deemed appropriate based on the findings and conclusions of this investigation. (May suggest a work rule or SOP be revised or established).